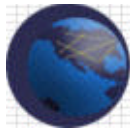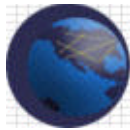# ICR Workspace Working Group Teleconference Meeting Minutes

Date, Time & Location:	September 8, 2004, 2:00pm – 3:00pm EDT		
Attendees:	Terry	Braun	University of Iowa
	Andrea	Califano	Columbia University
	Dana	Carrington	Mayo Foundation
	Thomas	Casavant	University of Iowa
	Quan	Chen	Albert Einstein College of Medicine
	Wen-Pin	Chen	Chao Family Comprehensive Cancer Center
	Leo	Cheung	University of Hawaii
	Robert	Clarke	Georgetown University
	Leslie	Derr	National Cancer Institute
	Joel	Dubbels	IBM
	Steve	Enkemann	Moffitt Cancer Center
	Steven	Eschrich	Moffitt Cancer Center
	Ed	Frank	Argonne National Lab
	Judith	Goldberg	New York University
	Lynette	Grouse	NCI
	David	Kane	NCI
	Chris	Kingsley	UC San Francisco
	Alex	Lash	Sloan-Kettering
	Waichoi	Leung	Tulane University
	Simon	Lin	Duke University
	James	Lyons-Weiler	University of Pittsburgh Cancer Institute
	Subha	Madhavan	NCI
	Steve	Marron	UNC Lineberger
	Patrick	McConnell	Duke University
	Arnie	Miles	Georgetown
	Michael	Nebozhyn	Wistar Institute
	Michael	Ochs	Fox Chase Cancer Center
	John	Powell	NCI
	Harold	Riethman	Wistar Institute
	John	Rux	Wistar Institute
	Carl	Schaefer	NCI
	Louise	Showe	Wistar Institute
	Michael	Showe	Wistar Institute
	Craig	Street	Penn
	Mark	Watson	Washington University
	Mathieu	Wiepert	Mayo Clinic
	Lynne	Wilkens	University of Hawaii
	Cathy	Wu	Georgetown University
	Yajun	Yi	Vanderbilt
	Edith	Zang	Institute for Cancer Prevention
	Claire	Zhu	Booz Allen Hamilton

	Julie Zhu Northwestern University

Review of Workspace Activities	**Summary of face-to-face meeting**

Summary of face-to-face meeting

- High level summary of key discussion topics

- Day 1 was focused on an overview of the elements of caBIG compatibility: compatibility overview, model-driven architecture, UML and object mapping, metadata description and controlled vocabulary. There were very active Q&A sessions after each presentation with many of the questions of a technical nature. Key points of discussion during Q&A:
    - The group identified the need to have named project-level support from the cross-cutting workspaces. These people should be involved in projects very early on, as requirements and specifications are being formulated.
    - The group discussed the challenges around the fact that caBIG compatibility is still being defined and that the compatibility document is live document.
    - It was communicated to the group that NCICB is investigating the possibility of providing Enterprise Architect to the developers for a reduced rate
    - It was communicated to the group that a kit is being developed for caCORE and will likely be available at the end of the year. Many of the participants are interested in this and would like to receive training.
    - The group expressed concern about the level of effort that will be necessary to create and agree upon common data elements across the workspace. However, the importance of this effort was clearly recognized

- Day 2 was focused on external standards relevant to the Integrative Cancer Research Workspace. The session was kicked off with an overview of the External Standards Document. This was followed by 30 minute sessions for each ICR SIG, each moderated by a cancer center representative. Key points of discussion during Q&A:
    - The group discussed at length the issue of gene naming conventions and how to represent "Gene" in terms of common data elements. The group agreed it may not be possible to agree on a single CDE for "Gene" and it may be necessary to use a collection of CDEs.
    - The group discussed the need to capture attributes of data quality and that there should be common data elements to describe data analysis.
    - Associating a creator to a dataset was highlighted as important for ensuring proper credit is attributed.
    - A representative from the Architecture group (Patrick McConnell) requested that ICR put together use cases for the purpose of informing the Architecture WS of the coming needs to be addressed. These should address individual project needs and cross project needs.

- Support from cross-cutting workspaces

    Juli has been working with the cross-cutting Workspace leads and a plan is

being developed to provide this support.

- o Architecture WS - Initial pairing based on individual capibilities and the level of support needed. The Architecture support will need to have access to NCICB resources. A subset of the support will be organized and available in a 3-4 weeks time frame.

- o VCDE WS - Initial target for SIG-level support. ICR SIGs are organized around common data domains. It would make sense to take advantage of this structure. Requested one point person assigned to each SIG. Additional point person may be added depending on the level of support needed. Parallel support from NCICB will also be available.

- Communication and coordination strategies

- o SIG lead – There has been discussion at the recent round of SIG meetings about appointing a cancer center lead for each SIG. A decision on this will be made after all of the SIGs have had the opportunity to meet and to discuss this.

- o caBIG forum

  - The forum can be a good mechanism of communication, especially for maintaining a discussion thread, allows communication in a coordinated and organized fashion.

  - Juli has started posting on the forum, and encourages others to do the same.

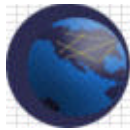 - If you don't already have an account, let Juli know.

caBIG Business Process Overview

A slide was distributed to the group outlining the business processes that are being put in place for managing caBIG projects as they are being kicked off.

- Concurrent Versioning System (CVS)

  - For managing and tracking deliverables.

  - Every project will have a folder within CVS

  - Training will be provided for all individuals who will be interacting with CVS.

- Cancer Management Portal (caMP)

  - Mechanism for communication between project teams and Workspace lead about the schedule and tracking of deliverables.

- Invoicing Online

- Timeframe for roll-out and training

  - Within next 2 weeks announcement will be sent.

Q & A

- Should daily code updates be recorded in this CVS repository as well? (Andrea Califano)

  - caBIG CVS is intended for managing deliverables. You may want to use another versioning system for internal day-to-day operations.

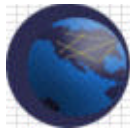|	

	- Any plan to migrate CVS to SourceForge? (Andrea Califano)
	
	    • NCI has mentioned SourceForge for long-term repository of deliverables. Will follow up on this.
	
	- Is CVS designed more for Developers than for Adopters? (Louis Showe)
	
	    o It is for everyone who has deliverables. Adopters will have deliverables too, such as a test plan, user documentation, etc. Participant's monthly reports will also be delivered in CVS.
	
	- Is CVS available online yet?
	
	    o Not yet. Training will start within the next 2 weeks.
	
	- Which open source licenses to use? It would be useful if there were a pre-approved list (Andrea Califano)
	
	    o This is a good suggestion – Juli will follow up on having a pre-approved list of open source licenses provided to ICR.
	
	- In case caBIG has to issue license of it own, the open source initiatives is a useful resource. (David Kane)
	
	- What is the role of Adopters in the Developer's project?
	
	    o In general, a key role of Adopters is to approve and sign off documents.
	
	- What the time frame for deliverable review?
	
	    o Have to see what the bottlenecks are. The goal is rapid turn-around of approval.

Updates from other Workspaces:	**Architecture (Liaison: Patrick McConnell, Duke)**
	
	LSIDs
	
	1. LSID Overview
	    a. Life Sciences Identifier
	        i. Common way to identify and access biologically significant data
	    b. History of LSID
	    c. Use of Opaque Identifiers in the Grid
	2. LSID Syntax
	    a. The Network Identifier (NID)
	    b. The root DNS name of the issuing authority
	    c. The namespace chosen by the issuing authority
	    d. The object id unique in that namespace
	    e. Finally an optional revision id for storing versioning information
	    f. Each part is separated by a colon to make LSIDs easy to parse
	3. LSID Resolves
	    a. Resolving an LSID
	        i. Client-server interaction
	    b. Current API
	        i. Java, Perl
	
	Controlled Vocabularies and Common Data Elements (Reported by Juli Klemm)
	
	- The two cross-cutting workspaces are planning a joined face-to-face meeting in Chicago in October. The group is working on the agenda.

- Working with Juli on Identifying point person to support ICR.

Tissue Banks and Pathology Tools (Reported by Mark Watson, Wash U)

- Most of contracts have been signed.

- Face-to-face meeting for Workspace Developers is scheduled for 9/23/04.

- The WS is still collecting data about other tissue bank systems to determine what are the priorities for features and data structures

- Face-to-face meeting for the entire Workspace is scheduled for end of October.

- Working on a core module for tracking specimen.

- Working on Interfaces with large Legacy systems that can be plug-in to the grid - caTissueLite

- Working on a whitepaper on IRB issues.

- Creating a list of use cases specifically for pathology and tissue banks.

- Some interaction with VCDE workspace.

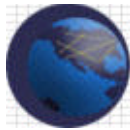**Clinical Trials Management (Reported by Juli Klemm)**

1. Update on SOWs
* Two approved Developer proposals (UPMC caBIG Compatibility, UPMC Structured Protocol Representation)
* Three Developer SOWs in progress (City of Hope AE System, UCSF caBIG Compatibility, MSKCC caBIG Compatibility)
* Four to Five Adopter SOWs in progress (C3D)
* In planning: Structured Protocol Representation Adopter SOWs

2. CTMS face-to-face meeting Tuesday, 11/16 & Wednesday, 11/17, City of Hope, Duarte, CA

SIG developments (SIG leads are named in parentheses)

1. caBIG compatibility (Teri Melese, John Speakman): Clarify the goals of the caBIG compatibility guidelines in achieving interoperability at two levels: physical (syntactic) interoperability where different systems can freely exchange data and operational (semantic or functional) interoperability, where data can be integrated from diverse sources to generate useful knowledge. Establish a clear understanding of the role of the Architecture workspace/Compatibility Grading SIG in developing specs or tests to facilitate interoperability at one or both levels. The group felt that achieving syntactic interoperability could be the first goal, which could subsequently, along with feedback from the user community, dictate how semantic interoperability could be achieved.

2. Structured Protocol Representation (Doug Fridsma): identify stakeholders/shareholders, get user requirements/use cases/top level diagrams from SIG participants, identify adopter groups that have a particular interest and can play a substantial role in developing the Protocol authoring tool

3. Adverse Event Reporting (Joyce Niland): Gathering AE System requirements (high level diagram review, rule tables from CTEP for triggering AE reporting, flowchart of DCP AE information flow, etc)

4. CTMS/CDUS Reporting (Rhoda Arzoomanian): Development of data submission standards to CTMS/CDUS in relation to secure transmission and acknowledgement and limitations of existing systems are being discussed.

5. Financial Billing SIG (Jill Kuennen): Requirements gathering for building the study calendar module as a first step. Compare existing systems from various cancer centers who have financial billing systems with workflows from centers who have manual systems. This will be done by way of a questionnaire that will be distributed to the various cancer centers to get their feedback. Such a comparison will assist in creating a core set of requirements, which will in turn be used to create use cases and specs.

6. Lab Interfaces SIG (John Speakman): Compare lab data flow diagrams from other institutions, create a list of database tables, ERDs and requirements that can be used as the basis for an SOW for caBIG's lab interface module, assemble a list of topics to be covered in a clinical and research systems best practices white paper, addressing IRB/HIPAA etc.
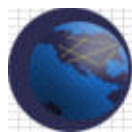
Training (Liaison: Edith Zang, Institute for Cancer Prevention)

The last Meeting of the Training SLWG was held on 8/11/04:

- The *Developer training subcommittee* has been meeting with the Best Practices architecture group;
- The *Adopter training subcommittee*: IFCP and OHSU continue testing of the videoconferencing connections; the data-sharing component still has to be worked out (use of oPolycom's Visual Concert vs. Microsoft's Netmeeting;
- The *Communication training subcommittee*: a new group is being established, possibly with members from the policy affairs office;
- A draft framework for a *training strategy document* was developed by members of the Adopter training subcommittee, and distributed for review and comments. Comment received: There is a need for such a document, because while the caBIG Compatibility Document (bronze, silver, gold) has good documentation for developers, it contains no mention of end-user/adopter training or documentation.
  Further discussion on this document was deferred until we decide on thefuture direction of the Training group.
- A draft *publication policy* was developed and circulated for comments.
- A *face-to-face meeting* of the Training Group was proposed for Oct. 5-8, to be combined with the three-day Pittsburgh Medical Center APIII conference.   However, due to a low response rate, alternative dates are being considered to get more participants.
- The three sub-committees may be re-combined until separate groups are needed.

The next Training SLWG teleconference, scheduled for Sep 1, was cancelled because many members were unavailable to attend.

Strategic Planning (Reported by Michael Ochs)

- Face-to-face meeting scheduled for end of October. Plan is to finalize the strategic plan for caBIG

- A document outlining the caBIG publication policy has been circulated within this group. How does it relate to the one being circulated in the Training group?

- Liaison to non-academic institutions to bring in non-academic collaborators, headed by Jennifer Shoemaker of Duke.

Data Sharing and Intellectual Capital (Reported by Tom Casavant, Terry Braun, Holden)

- Group is reviewing the Participant SOW for this WS/WG

- Developing recommendations for issues such as intellectual capital protection and federal regulations.

- Discussing the relationship between whitepapers and publications – most academics prefer peer-reviewed publications

General Announcements	- Project summary sheet
	
	  o Lists all funded projects, a high-level description of the projects and Developer/Adopter pairs for each project.
	
	- caBIG Town Hall meeting
	
	  o 9/20, 11:00 AM – 1:00 PM
	
	  o Ken Buetow will be the facilitator
	
	  o You can submit questions to online ahead of time.
	
	- New caBIG web site will be launched within the next few weeks. The new web site will be more dynamic and more amenable to collaboration
	
	- Translational SIG teleconference was re-scheduled for Friday, 9/10, due to Labor Day holiday. Subha Madhavan from NCI will give a presentation of Rembrandt

Action Items:	Name Responsible	Action Item	Date Due	Notes
	Juli Klemm	Follow up on providing a list of pre-approved open-source licenses to ICR	Next WS/WG meeting	
	Michael Ochs, Edith Zang, Juli Klemm	Determine the relationship between publication policy documents being circulated within the Strategic WS and Training WS	9/17/04	

	Juli Klemm	Distribute dates for training on caBIG business process tools	9/17/04	
	All Centers	Create ICR use scenarios for Architecture WS	9/17/04	
	Juli Klemm	Distribute meeting minutes	9/15/04	